

**APPLICATION FOR
CONTRACTOR/SUBCONTRACTOR
SUPPLEMENTAL
PREQUALIFICATION**



Adams State Service Center - Roof Replacement

Contract No. MJ3512000008

OVERVIEW

INTRODUCTION

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Office of Management and Budget has established a two-step process for the prequalification of contractors and subcontractors that elect to bid on large public works contracts for which prequalification is specified by the contracting agency. The two-step prequalification process involves:

- 1) **General Prequalification** – The first step in the prequalification process that enables applicants to submit financial information and work/project history that the Department will use to assign one or more work classifications and bidding dollar limits. General prequalification remains valid for twelve calendar months from the time a contractor or subcontractor becomes prequalified by the Department.
- 2) **Supplemental Prequalification** – The second step in the process that enables prequalified contractors and subcontractors to provide a limited scope of information that is *specific to a single project*. Supplemental prequalification does not require resubmission of information provided to the Department as part of general prequalification.

GENERAL PREQUALIFICATION

The prequalification classification issued by the Department, as part one of the prequalification process, is valid for a period of twelve months. It is the prequalified contractor's or subcontractor's responsibility to reapply for prequalification before the twelve-month period has expired in order to remain prequalified. The Department will not notify contractors or subcontractors of the impending expiration of prequalification.

The Department will maintain a registry of all contractors and subcontractors prequalified to bid on public works contracts. The registry will include the classification(s) of the contractor or subcontractor and the maximum contract dollar value(s) for which the contractor or subcontractor may submit a bid. This registry will be posted on the Division of Facilities Management's website at <http://dfm.delaware.gov/>. All other information submitted by contractors or subcontractors will remain confidential to the fullest extent allowed by law.

SUPPLEMENTAL PREQUALIFICATION

For specific projects in which a supplemental prequalification is required (at the option of the contracting agency), the agency may require supplemental information that is specifically relevant to the public works contract to be bid. This request for supplemental information shall not duplicate the information requested by the Department during its general prequalification process. **You must be prequalified under a general prequalification in order to apply for supplemental prequalification.** However, an applicant may submit applications for both general and supplemental prequalification at the same time.

Upon completion of the Department's review of the prequalification information submitted by the contractor or subcontractor, a decision will be made to either approve or deny the prequalification. All contractors or subcontractors seeking prequalification will be notified of the Department's decision, in writing, within five days of such determination. Notice of the determination of this supplemental prequalification shall be made by the Department (or in the case of supplemental prequalification being administered by a school district, the school district itself), no less than 14 calendar days before the close of the project bid. Any contractor or subcontractor denied supplemental prequalification may request, in writing, a review of such decision with the Director. This request must occur within five working days of the contractor's or subcontractor's receipt of the Department's notice of denial.

GENERAL INFORMATION

1. Copies of this Application for Contractor/Subcontractor Supplemental Prequalification may be obtained by calling the Division of Facilities Management at (302) 739-5644 (will be sent via U.S. Mail), or you may obtain the Application on-line by visiting our website at <http://dfm.delaware.gov/>.
2. You must be prequalified under a general prequalification in order to apply for supplemental prequalification. However, an applicant may submit applications for both general and supplemental prequalification at the same time. Copies of the Application for Contractor/Subcontractor Annual Prequalification may be obtained by calling the Division of Facilities Management at (302) 739-5644 (will be sent via U.S. Mail), or you may obtain the Application on-line by visiting our website at <http://dfm.delaware.gov/>.
3. Mail completed applications to:
Division of Facilities Management
ATTN: CSAP Committee - Supplemental
Project: Adams State Service Ctr - Roof Replacement
540 S. DuPont Highway, Suite 1
Dover, DE 19901
4. Faxed applications will not be accepted.
5. Notice of approval or denial of prequalification will be made by the Department within five days of such determination by registered mail, certified mail or other legally valid method.
6. Any contractor or subcontractor who holds a valid prequalification classification shall report any material changes which could adversely affect the prequalification to the Department within ten days of the material change. This notification should come in the form of a letter on the contractor's or subcontractor's letterhead and be signed by an officer of the organization.
7. The Department will maintain a registry of all contractors and subcontractors prequalified to bid on large public works contracts. The registry will only include the contractor's or subcontractor's name, its classification(s) and maximum contract dollar value(s). A copy of the registry may be obtained by calling the Division of Facilities Management or by visiting our website at <http://dfm.delaware.gov/>.

Instructions and Information for Completing Application for Contractor/Subcontractor Supplemental Prequalification:

- Complete all questions completely and accurately. Either type the information or print legibly. Submit one original copy.

**Office of Management and Budget
Division of Facilities Management**

Application for Contractor/Subcontractor Supplemental Prequalification

Project: Adams State Service Center - Roof Replacement

**Part I:
General Information**

Submitted by: _____

Address: _____

Principal Office Location: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Website Address: _____

Delaware Business License Number: _____

Federal E.I. Number: _____

Have there been any material changes in your organization since you last submitted an application for annual prequalification?

No ☐ Yes ☐ (please explain)

Material changes include, but are not limited to:

- Change in financial ability to perform a public works contract;
- Change in experience to undertake a public works contract;
- Failure to perform on prior public or private construction contracts;
- Breach of contract that indicates your firm may not be capable of performing the work or completing a large public works contract;
- Criminal convictions for fraud, misrepresentation or theft related to contract procurement;
- Debarment or suspension by any government agency that indicates your firm may not be capable of performing the work or completing a large public works contract;
- Revocation or suspension of license that indicates your firm may not be capable of performing the work or completing a large public works contract; or
- Bankruptcy proceedings that indicate your firm may not be capable of performing the work or completing a large public works contract.

Prequalification may be denied for any of the above reasons or other reasons as deemed appropriate by the Department. Also, failure to provide complete and accurate prequalification information as requested by the Department, or failure to report any material changes which could adversely affect the prequalification within ten days of the change, may be grounds for denial of prequalification.

Part II:
Contractor/Subcontractor Supplemental Prequalification
Project: Adams State Service Center - Roof Replacement

Classification

Estimated Contract Amount

Roofing

\$1,000,000.00

Note: This project includes the removal and installation of a cold process SBS modified roofing system, a standing seam metal roofing system, a fluid applied roofing system and a self-adhered modified roofing system.

To prequalify as a contractor/subcontractor for this project, you must have completed three (3) cold process modified SBS roofing systems in the past five (5) years that are similar in size (approximately \$900,000.00) and complexity to this project.

List three (3) cold process modified SBS roofing projects that you have completed in the past five (5) years that are similar in size (approximately \$900,000.00) and complexity to this project. Provide the following information:

Project #1:

Project Name: _____

Project Location: _____

Architect/Engineer of Record: _____

General Contractor or
Construction Manager for this Project: _____

Address and phone number of the General Contractor or Construction Manager, including contact person most familiar with your work:

Contract Amount: _____

Date Completed: _____

Project #2:

Project Name: _____

Project Location: _____

Architect/Engineer of Record: _____

General Contractor or
Construction Manager for this Project: _____

Address and phone number of the General Contractor or Construction Manager, including contact person
most familiar with your work:

Contract Amount: _____

Date Completed: _____

Project #3:

Project Name: _____

Project Location: _____

Architect/Engineer of Record: _____

General Contractor or
Construction Manager for this Project: _____

Address and phone number of the General Contractor or Construction Manager, including contact person most familiar with your work:

Contract Amount:

Date Completed:

To be considered for this project, the contractor/subcontractor must abide to the following:

Installer Qualifications:

Engage an experienced roofing contractor (installer) to install the cold process SBS modified roofing system who has a minimum of three (3) years experience specializing in the installation of cold process modified roof systems.

Installer must provide certificates, signed by the roofing system manufacturer certifying that Installer is approved, authorized, or licensed by manufacturer to install the specified cold process modified SBS roofing system and is eligible to receive the no dollar limit roofing manufacturer's warranty.

Successful contractor is required to maintain a full-time supervisor/foreman who is on the job-site at all times during installation of new roof system. Foreman must have a minimum of five (5) years experience with the installation of a system similar to that specified.

Successful contractor must obtain all components of roof system from a single manufacturer including any roll good materials if required. Any secondary products that are required which cannot be supplied by the specified manufacturer must be recommended and approved in writing by primary manufacturer prior to bidding.

If required, installer shall submit work experience and evidence of adequate financial responsibility. The owner's representative reserves the right to inspect fabrication facilities in determining qualifications.

This qualification statement must be signed by an officer/owner of the company.

By: _____
(Printed Name)

(Title)

(Authorized Signature)

Date _____